

Sir Joseph Williamson's Mathematical School

Job Description

Position: KS5 Coordinator of Mathematics

Learning Area: Mathematics

Responsible to: Head of Department

These responsibilities will be in addition to the General Teacher Pre or Post Threshold Job Description as appropriate to the post holder.

MAIN DUTIES

1 Strategic Direction and Development of the Team

- 1.1 Assist the Head of Department in using national, local and school management data effectively to monitor standards of achievement across the key stage, and to work with the Head of Department to ensure that appropriate interventions are in place to address any under performance
- 1.2 Assist the Head of Department in devising, in consultation with colleagues, a scheme of work which recognises:
 - Any national criteria
 - The School's published aims and objectives
 - The School's Curriculum Policy
- 1.3 Ensure consistent communication of high expectations to staff about securing improvement in the key stage
- 1.4 Keep abreast of new developments in the key stage curriculum and its assessment
- 1.5 Co-ordinate the setting of students in conjunction with the HOD

2 Teaching and Learning

- 2.1 Ensure curriculum coverage, continuity and progression in the subject throughout the key stage
- 2.2 Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning in the subject and communicate this to students
- 2.3 Support and guide colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students in the key stage
- 2.4 Assist the Head of Department in ensuring that teacher assessment of progress is in line with school policy and that assessment for learning is fully embedded into day to day teaching and learning
- 2.5 Assist the Head of Department in monitoring the performance of vulnerable groups
- 2.6 Assist the HOD in classroom observation schedules

3 Leading and Managing Staff

- 3.1 Lead professional development of staff through example and support
- 3.2 Ensure that newly qualified staff and staff new to the school receive appropriate support for the subject
- 3.3 Ensure that the Line Manager (and SLT and Governors when appropriate) is well-informed with regard to subject policies, plans and priorities and subject-related professional development plans
- 3.4 If required, to undertake performance management of not more than two departmental colleagues

4 Efficient and Effective deployment of Staff and Resources

- 4.1 Distribute subject resources to meet the objectives of the school
- 4.2 Ensure the effective and efficient management of learning resources for the key stage
- 4.3 Assist the Head of Department in taking responsibility for the physical condition of departmental teaching rooms and displays

5 Other Professional Requirements

- 5.1 Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
- 5.2 Be aware of the need to take responsibility for his / her own professional development
- 5.3 Undertake such other duties as the Headteacher may from time to time determine as reasonably falling within the remit of a Key Stage Co-ordinator.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.